



## **Student Organization/Club Food Distribution Handbook**

### **A. Purpose**

The purpose of this handbook is to provide guidance to Sierra College student organizations/clubs regarding the preparation, sale and distribution of food items to the campus community. Sierra College ('District') is committed to minimizing risks to the college community that may arise from student organizations/club organizing events where food is sold or distributed. This handbook was developed to address and mitigate those risks and was developed in coordination with the California Retail Food Code, risk management guidance, and the District's food service contracts.

### **B. Food Distribution/Sales Events Defined**

Food Distribution/Sale Events (Food Sale Events) are defined as follows:

- The sale or distribution of food or beverages on a temporary basis to the Sierra College campus community.
- By a registered Sierra College student organization/club in good standing.
- For the purpose of raising funds for the benefit of the campus community or for a purpose that relates to the educational mission of the District.
- Funds raised through Food Sale Events shall be used in accordance with the mission of the student organization/club.
- Does not apply to:
  - ✓ Class potlucks for registered courses.
  - ✓ Brown bag discussions.
  - ✓ Catered events sponsored by the District and held outside of the Campus Center for a defined and limited group of students (e.g. Athletes Registration Event). District-sponsored events are subject to the Sierra College Food Distribution Guide.
  - ✓ Catered event held in the ASSC office (e.g. student organization/club meeting)

### **C. General Rules**

Registered student organizations/clubs in good standing shall be permitted to hold a limited number of Food Sale Events that are subject to both the policies stated herein as well as District board policies and administrative procedures. Food Sale Events violating policies stated herein, District board policies and administrative procedures or California Health and Safety codes are prohibited. Violations will result in event termination and may result in restrictions placed on the student organization and/or persons involved.

### **D. Event Approvals & Scheduling**

The following steps are to be taken and approvals obtained prior to student organizations/ clubs advertising for an event:

1. All Food Sale Events must be scheduled through the Campus Life Office at least two weeks prior to proposed event. (Any exceptions will be based on availability and the discretion of the Campus Life

Coordinator and/or the Facilities Department.) If the Food Sale Event will involve the sale or distribution of prepared perishable food obtained from an outside licensed food service provider, a current Food Handler Card must be on file with the Campus Life office. Although Food Sale Event approvals will be processed in the order received, a single student organization/ club may not reserve all available dates for the semester rather the Campus Life office encourages a spirit of collaboration so that multiple student organizations/clubs have opportunities to participate.

2. A facilities use application must be completed, submitted to the Facilities Department and approved prior to proceeding with event planning. Please contact Campus Life for information on how to reserve outdoor space, tables and chairs for the event.
3. If audio/visual equipment is required, please contact the Audio Visual Department to coordinate technology needs at [whemphill@sierracollege.edu](mailto:whemphill@sierracollege.edu); [jhealy@sierracollege.edu](mailto:jhealy@sierracollege.edu); 916-660-7729; 916-660-7730 for the Rocklin campus or [NCCtechnicalsupport@sierracollege.edu](mailto:NCCtechnicalsupport@sierracollege.edu); 530-274-5343 for the Nevada County Campus.
4. Facility reservations are processed in the order they are received.
5. Only one Food Sales Event may be scheduled per day and are further subject to the limits described below.
6. District's Food Service Vendor must be notified of all upcoming Food Sale Events (include date, times and location). IF event is to be held within the Campus Center (as defined below), District's Food Service Vendor must be given the first opportunity to provide food for the Food Sale Event ("Right of First Refusal"). Written permission to utilize an outside vendor within the Campus Center must be obtained from the District's Food Service Vendor prior to any outsourcing of food/meals. District's Food Service Vendor can be reached at [pacificdining@sierracollege.edu](mailto:pacificdining@sierracollege.edu).
7. If the event is to include food service trucks, the outside vendor must have appropriate insurance coverage to be on campus. Please contact Business Services and Facilities Department to initiate this process.

#### **E. Student Organization/Club Event Responsibilities**

- Always follow safe food handling rules per the California Retail Food Code. Highlights of safe food handling can be found in the Food Handling Safety Checklist below.
- Post Food Handling Safety Checklist inside Food Booth Enclosure during food sale event.
- Post sign identifying student organization/club hosting the food sale event.
- Post a sign indicating that food may contain nuts, dairy, seafood or other potential food related allergens.
- Follow appropriate cash handling procedures including depositing funds with District's Bursars Office within three hours of end of Food Sales Event.

#### **F. Food Handling Safety Checklist**

The Food Handling Safety Checklist can be found on the next page and must be posted in Food Booth Enclosure during Food Sale Events.



## FOOD HANDLING SAFETY CHECKLIST

(This document must be posted inside food both enclosure)

### FOOD HANDLER'S PRACTICES

- Hands are to be washed with soap and water for at least 20 seconds before and after serving food, drying hands with single use towels. Re-usable towels are not approved.
- Hands are to be washed with soap and water after using the restroom, smoking, or handling refuse.
- Gloves are to be worn when serving food to prevent contamination.
- Food handlers are to use utensils (e.g. scoops, forks, tongs, paper wrappers) to serve food or gloves to handle ready-to eat foods.
- Food handlers must wear clean clothes and have their hair restrained.
- Food handlers must not be sick or have open wounds.
- Food handlers may not eat/drink/smoke in the food booth enclosure.

### BOOTH SETUP

- Have enough extra utensils to rotate serving utensils every hour if not frequently washed/rinsed/sanitized.
- Have enough coolers and storage to keep stored cold foods fully surrounded by ice for the entirety of event.
- Have enough fuel to keep hot foods at least 135°F during the entire event.
- Have an accurate probe food thermometer for checking food temperatures. Sanitize thermometers after each use using alcohol pads.

### FOOD PREP/STORAGE

- Facilities, surfaces, utensils are to remain clean and sanitized at all times.
- All food, beverages and utensils are to be stored at least 24 inches off the ground.
- Food is never to be left unattended.
- Keep prepared foods covered. Foods shall not be cross contaminated.
- Wash and sanitize cutting boards frequently.
- Condiments available for self-service must be prepackaged or from approved dispensing devices.
- All food preparation is to occur inside the booth.

### FOOD SAFETY

- KEEP COLD FOODS COLD (BELOW 41°F) by use of refrigerators, ice in an ice bath or in an ice chest.
- KEEP HOT FOODS HOT (ABOVE 135°F) by use of a heating source. All hot food remaining at the end of the day's operation must be disposed of in a sanitary manner.
- RE-HEAT FOODS TO 165°F if they fall below 135°F . If food falls below 135°F a second time, discard.
- Do not serve ice that has been used as refrigeration.

**G. Prohibited Actions**

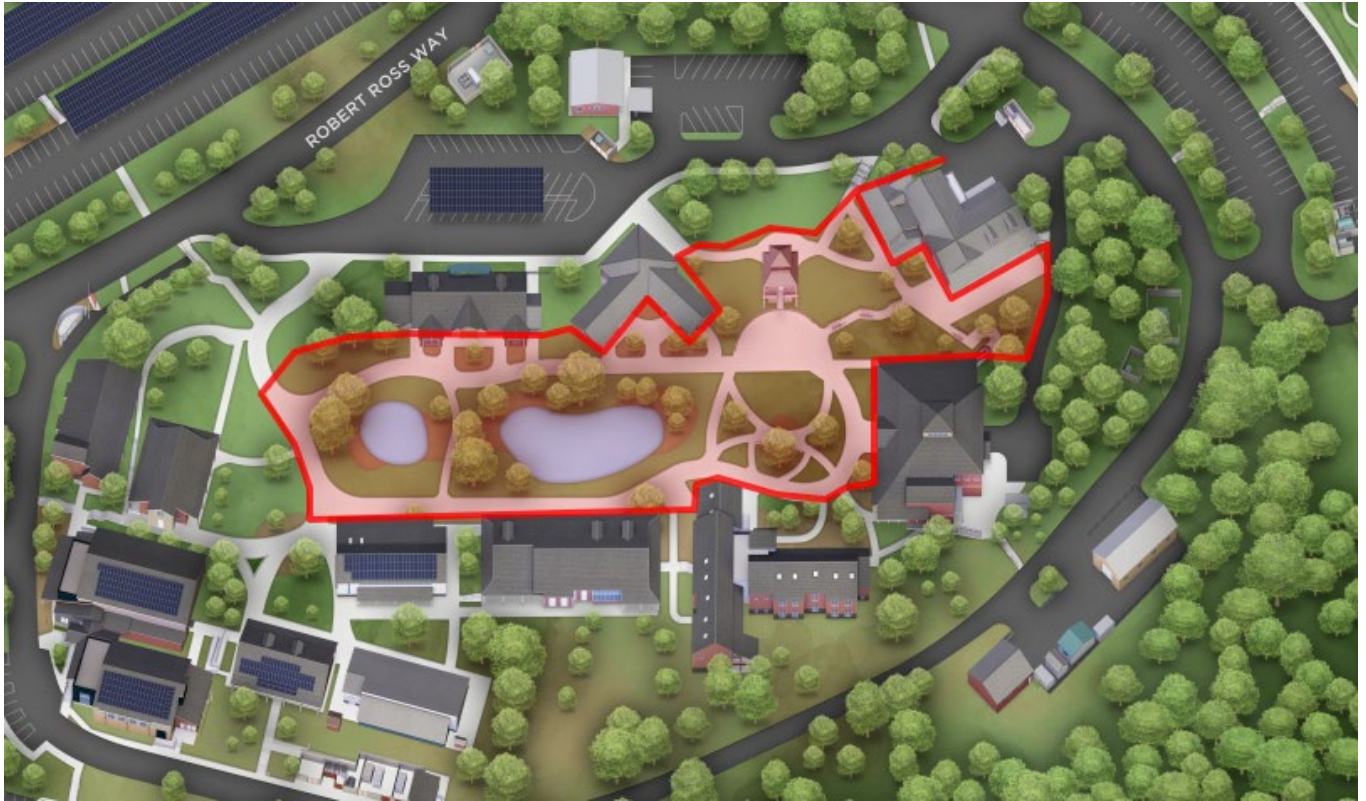
- Sale or distribution of non-Pepsi branded beverages (exceptions include non-bottled/non-branded water, lemonade, tea, etc.)
- Preparation, storage or transportation of perishable foods in personal homes or vehicles
- Sales outside of approved times, dates or locations
- Sale or distribution of expired food

**H. Campus Center**

Campus Center – Rocklin - the Campus Center for the Rocklin campus includes the cafeteria, The Den coffee shop, LRC coffee shop, mobile food trailer, Fireside Room and patio, J Building amphitheater and outside Quad areas as designated in red on the map below:



Campus Center – Nevada County - the Campus Center for the Nevada County campus includes the Café and outdoor ‘Quad’ area as defined in the map below:



Food Sale Event Type	Definition	Examples	Frequency of Food Sale Events	Locations	Food Handling Methods
Group 1 Foods	Prepackaged foods and commercially prepared baked goods not requiring refrigeration or heating	Muffins, cookies, doughnuts, uncut fresh fruit, candy, packaged beverages	4 per semester	Location approved by the Facilities Department; excludes Cafeteria, The Den, Fireside Room	<ol style="list-style-type: none"> <li>1. Purchase food items from District's Food Service Vendor (DFSV) at bulk rate pricing plus a possible administrative fee. Follow safe food handling rules as outlined in the California Retail Food Code.</li> <li>2. If event is held outside of Campus Center, may purchase commercially prepared food items. Follow safe food handling rules as outlined in the California Retail Food Code.</li> </ol>
Group 2 Foods	Foods requiring heating or refrigeration purchased from District's Food Service Vendor	BBQ's, Pizza, catered food	4 per semester		<ol style="list-style-type: none"> <li>1. Purchase food directly from District's Food Service Vendor (DFSV) at bulk rate pricing plus a possible administrative fee. Hire one DFSV employee for Food Sale Event to assist with food preparation and supervision of volunteers involved in the preparation, cooking and serving of food.</li> <li>2. Hire District's Food Service Vendor to provide food and all staff necessary to hold Food Sale Event.</li> </ol>
Group 3 Foods	Foods requiring heating or refrigeration and purchased from an outside vendor	Smoothies, Pizza, Tacos, Food Trucks	2 per semester		<ol style="list-style-type: none"> <li>1. Purchase prepared food items from outside licensed food service provider with delivery made to an approved Food Booth Enclosure. Food must be sold or distributed within two hours of food delivery. Follow safe food handling rules as outlined in the California Retail Food Code. Person supervising the event must have a current Food Handlers Card.</li> <li>2. Hire outside licensed food service provider to provide food and all staff necessary to hold Food Sale Event.</li> </ol>



## FREQUENTLY ASKED QUESTIONS

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1. **Question:** Can registered Sierra College student organizations/clubs sell or distribute food on campus?

**Answer:** Yes, provided the food is sold or distributed in accordance with the policies described in this handbook.

2. **Question:** Can registered Sierra College student organizations/clubs sell or distribute food prepared in personal homes or transported in personal vehicles?

**Answer:** No, preparation, storage or transportation of perishable foods in private homes or vehicles is prohibited.

3. **Question:** What is the process for obtaining the “Right of First Refusal” from the District’s contracted Food Service Vendor in order to outsource the purchase of food items?

**Answer:** Send an email to the District’s contracted Food Service Vendor, no less than two weeks prior to event, communicating event date and time, approximate number of people to be served, food and menu preferences, and how much funding you have available to spend on the event. The District’s Food Service Vendor can be reached at [pacificdining@sierracollege.edu](mailto:pacificdining@sierracollege.edu). If the District’s contracted Food Service Vendor is unable to provide the requested food or unable to work within your budget, you may then outsource food from an outside vendor in accordance with the prescribed food handling methods described on page 4.

4. **Question:** Can registered Sierra College student organizations/clubs sell or distribute perishable food without a Food Handlers Card?

**Answer:** No, the sale or distribution of prepared perishable foods requires the student supervising the event to hold a current Food Handlers Card. Alternately, perishable food may be prepared, sold or distributed if the student organization/club hires one District Food Service Vendor staff member to supervise the Food Sale Event.

5. **Question:** How do I obtain a Food Handlers Card?

**Answer:** Food Handlers Cards can be obtained through your local city/county. Contact Campus Life with any questions.

6. **Question:** Do Sierra College student organizations/clubs need to sign-up to sale or distribute food?

**Answer:** Yes, Sierra College student organization/clubs must obtain all necessary approvals prior to advertising Food Sale Event as described in this handbook.

7. **Question:** Are student organizations/clubs required to display an approved ‘Application to Use Facilities’ during a Food Sale Event?

**Answer:** Yes, obtain a copy of the approved ‘Application to Use Facilities’ from the Campus Life Office on the day of the Food Sale Event and display during the Food Sales Event.



8. **Question:** Do participants in the Food Sale Event need to wear gloves and/or hair restraints while selling or distributing food?

**Answer:** Yes, participants in the Food Sale Event must wear gloves and a hair restraint (e.g. hairnet, hat, or hair covering). The Campus Life office can provide gloves or hairnets if needed.

9. **Question:** Does a student organization/club need to have a hand-washing station at the site of the Food Sale Event?

**Answer:** A permanent or temporary hand-washing stations is needed within 20 feet of the site of the Food Sales Event when perishable food is being served.

10. **Question:** What should a student organization/club do with food that was not sold or distributed during the Food Sale Event?

**Answer:** Perishable food must be disposed of within two hours of delivery to the Food Sale Event by an outside food vendor. Pre-packaged, non-perishable, unexpired food (e.g. canned soda, prepackaged snacks, etc.) may be sold or distributed at another Food Sale Event.

11. **Question:** What does a student organization/club do with tables and chairs that were provided by the Facilities Department?

**Answer:** Fold all tables and chairs at the end of the Food Sale Event sale and leave them where you found them.